



## LDOE EQUIPMENT CHECK OUT FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ DEC  LES  LMS

I accept full responsibility for the equipment I am being assigned. In the event of loss of, or damage to, the equipment, **I will report the circumstances of that loss or damage to the LDOE I.T. Department immediately, and I understand that I am responsible for payment to replace or repair the equipment.** I agree to not download or install additional software, or modify the existing software/ settings, or hardware, on the equipment without written prior approval from the LDOE I.T. Department. **I understand that I am responsible for returning the equipment in its entirety, and in good working condition to the School.** In the event that I am no longer enrolled with the school I will return the equipment to the School immediately. LDOE reserves the right to have LDOE equipment returned, as the need arises.

<b>Chromebook Replacement Cost</b>	\$300.00
Chromebook Charging block/cable replacement Cost	\$40.00
Damaged Chromebook Screen - Repair/Bench Fee	\$200.00
<b>IPAD Replacement Cost</b>	\$450.00
IPAD Charging block/cable replacement cost	\$50.00

Student Signature at check out: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature at check out: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature at check in: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature at check in: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**LDOE Staff Only – Complete Below – be sure to include any extra cables or items**

ITEM (Model/Serial/Quantity)	LDOE TAG NUMBER (or list as non-inventory item)

Checked out by: \_\_\_\_\_ Date: \_\_\_\_\_ # of items \_\_\_\_\_

Checked in by: \_\_\_\_\_ Date: \_\_\_\_\_ # of items \_\_\_\_\_